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DATE: 8 November 1956

1. 5% Training Policy

External training at a local university was approved as creditable for [] for an OSI employee, although his registration at the university had not been processed under the provisions of []

2. Staff Study

A staff study including a draft letter for IAC agencies and NSA and an internal memorandum to the Deputy Directors regarding OTR enrollment procedures was completed for review and approval.

3. Foreign Language Development Program

Completed a statement for the CIA Career Council of the OTR position on DD/P comments concerning [REDACTED] the two regulations which establish the Foreign Language Development Program.

II. NEW PROJECTS

1. New Building

a. [] has received the worksheet submitted to complete Space Directive "D". This directive is prepared to verify the total Office of Training space requirements as submitted earlier to the Building Planning Staff, and when approved, will be used to prepare the first schematics of the space allocated to the Office of Training.

b. [] is making a survey of the flow of inter-office mail for the purpose of determining the number of pneumatic tubes and other mechanical mail-handling devices which will be required for the Office of Training.

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JOB NO. _____ DATE _____ FILE NO. _____ DOC. NO. 2 NO CHANGE
IN CLASS/ RECLASS CLASS CHANGED TO: TS 5 RET. JUST. ZZ
NEXT REVIEW DATE 09 REV DATE 11-1-79 REVIEWER [REDACTED] TYPE DOC. 02
NO. PGS 4 CREATION DATE _____ COUNTRY _____ ORG CLASS S
REV CLASS C REV COORD. _____ AUTH. ART 14

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2. Career Opportunities in the American Intelligence Service

C/PPS is reviewing the draft brochure describing career opportunities in CIA for potential JOT candidates.

III. PROJECTS IN PROCESS

1. 5% Training Policy

Presently under revision are requests for approval of:

- a. Eight job training courses conducted by the Management Staff
- b. One job training course in the Office of Security.
- c. Five job training courses conducted by ABID/00.

2. The following projects are in various stages of development:

- a. Training Annex to Global War Plan
- b. Training Requirements for the Clandestine Services
- c. Preparation of a statement of the terms of ^{REFERENCE} ~~revision~~ for the requirements for the Office of Training Library in the new building. This will be prepared for the new building Library Committee and the three outside consultant librarians.

3. Annex J - War Training Annex - Middle East War Plan

This project will be completed by 9 November 1956.

IV. MEETINGS ATTENDED

1. CIA Building Committee

25X1 [] attended a meeting of the DD/S Building Committee to discuss the use of mechanical devices to handle mail in the new building.

2. OCB Working Group

25X1 [] attended a meeting of the OCB Working Group on [] Training Program. The Working Group discussed the draft report for the OCB Board Assistants and developed a new draft for circulation and comment.

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3. CIA Support to NSA

On November 2, [] attended a meeting with representatives of NSA, OCI and OTR to determine the most appropriate means of enrolling NSA personnel in OTR scheduled courses. The conclusions reached were reported under separate cover.

4. Support Planning Committee

a. The Chairman announced that Support components have been requested by PPC/DDP to complete comments on Support Annexes to the European Theater War Plan and on the CIA Global War Plan by 16 November 1956.

b. Support Planning Guides will be prepared by 1 December 1956 for inclusion in an Agency support handbook.

c. Support components agreed to provide assistance to DD/P Division Administrative Officers in the development of preliminary estimates for support requirements for []

d. Changes were proposed to [] subject: Support Planning for the Clandestine Services.

5. OTR/TSS Meeting on Course Outline. []

On 7 November, C/PPS, C/OS, AH/OS, A&E Staff and [] of TSS met to review the status of OTR plans to offer instruction in [] It was concluded that:

a. OTR's course outline was a sound approach.

b. Until the Film Production Branch has acquired and edited the films, no further work can be done on developing lecture material for the "General" presentation.

c. TSS [] would conduct the seminar or tutorial phase dealing with "side-issues," but could not handle the [] issue.

d. CI Staff would be brought into review of course content when the lesson plans were developed in detail.

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V. OTR PUBLICATIONS

1. Two proposed OTR regulations being written by this Staff are:

a. "OTR Publications" which will establish the policy and procedures to be followed in the publication and dissemination of OTR materials and provides for the establishment of an OTR Publications Board.

b. One which will establish a procedure to utilize the faculties of the OTR schools in the review of training courses conducted by other Agency components and which are submitted to the Office of Training for approval under []

2. OTR Catalog

Cover, Content and long-term schedules are in process at PSD/LO. Estimated date of distribution of the new Catalog, headquarters edition, is on or about 15 December 1956. Advance copies of the long-term schedules for use by OTR personnel and the Training Officers of DD/I, DD/S, and DD/P are promised around 26 November.

3. OTR Bulletin

a. Due to a breakdown of one of the two presses at PSD/LO, the distribution of the 1 November issue of the Bulletin (General) was delayed until 8 November 1956.

b. Chiefs of Schools and Staffs are reminded that their administrators and instructors should forward copy for the December issue on or about 15 November.

c. A significant part of the OTR intra-Agency communication system, supplementing the OTR Catalog and the OTR Bulletin is the regularly scheduled Agency Training Officer Meetings. OTR representatives from each School and Staff are invited to the DD/I, DD/S and DD/P Training Officer organizations to meetings on the following monthly schedule, when matters of mutual interest are to be discussed:

| | | |
|-------------------------------|---------------|------------|
| DD/I Training Officer Meeting | 3rd Tuesday | 1030 hours |
| DD/S " " " | 4th Tuesday | 1030 hours |
| DD/P " " " | 1st Wednesday | 0930 hours |

[] coordinates the agenda for DD/I and DD/S meetings.

[] coordinates the agenda for DD/P meetings.

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